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**Council for Geoscience**

## **TENDER RULES AND CHECK LIST**

1. All the documents accompanying this invitation to bid must be completed in detail, be **sealed in an envelope** and be deposited in the tender box before the closing date and time. The tender box is situated at the reception of the Council for Geoscience, 280 Pretoria Street, Silverton, Pretoria. Tenders must only be submitted on the tender documentation issued. The retyping of the tender document is not permitted.

2. Duly completed and signed original bid document should be sealed in an envelope marked:

**DESCRIPTION: APPOINTMENT OF A SERVICE-PROVIDER FOR THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF AN INTEGRATED GEOSCIENCE SOLUTION AND RELATED SERVICES FOR THE COUNCIL FOR GEOSCIENCE (CGS) OVER A PERIOD OF FOUR (4) YEARS.**

Tender No: CGS-2022-012X  
Closing date: 25 October 2022  
Closing time: 11:00am

**3. Virtual- Compulsory Briefing Session on Zoom:** 12 October 2022, at 11H00

**Address:** Zoom meeting link available on the website

## **CGS POPIA COMPLIANCE POLICY STATEMENT**

*The Council for Geoscience is committed to securing the integrity and confidentiality of your Personal Information that is in our possession and will guard against unlawful access and use. The processing of your personal information by the Council for Geoscience will be done in accordance with the POPIA Act 4 of 2013 as well as our processing notice that can be accessed from our website [www.geoscience.org.za](http://www.geoscience.org.za)*

#### 4. CHECK LIST

**ALL THE RELEVANT FORMS ATTACHED TO THIS BID DOCUMENTS MUST BE COMPLETED AND SIGNED BACK IN BLACK INK WHERE APPLICABLE BY A DULY AUTHORISED OFFICIAL.**

#### 5. BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X':	
Individual Bidder	
Joint venture	
Consortium	
Subcontractors	
Other	

<b>If Joint Venture or Consortium, indicate the following for <u>Prime Bidder</u>:</b>	
Name of Prime Contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If Joint Venture or Consortium, indicate the following for <u>all</u> partners other than Prime Bidder:</b>	
Name of partners	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	

E-mail address	
Postal address	
Physical address	

<b>If using other contractors:</b>	
Name of Prime Contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If using Subcontractors, indicate the following for all Subcontractors:</b>	
Name of Subcontractor(s)	
Registration number	
VAT registration number	
Percentage of work subcontracted	
Value of work sub contracted in Rands	R
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

## 6. RESPONSE FORMAT

Bidders must respond using the following response format:

Schedule	Description
Schedule 1	Executive Summary

<b>Schedule 2</b>	SBD 1
<b>Schedule 3</b>	<ul style="list-style-type: none"> <li>Bidders must provide proof of Tax Clearance compliance from SARS, The Council for Geoscience will verify your tax compliance proof in terms of practice note 4A of 2016/2017</li> <li>Originally Certified BBBEE certificate (For consortium or joint venture a consolidated BBBEE Certificate must be submitted)</li> </ul>
<b>Schedule 4</b>	Functional response including bidders proposals
<b>Schedule 5</b>	Price Breakdown (Quotation)
<b>Schedule 6</b>	SBD 3.1
<b>Schedule 7</b>	SBD 4
<b>Schedule 8</b>	SDB 6.1
<b>Schedule 9</b>	Central Supplier Database Summary Report
<b>Schedule 10</b>	General Conditions of Contract 2010

#### **Schedule 14**

Certified copies of identity documents of the directors, trustees, main shareholders and members of the company		
Latest Original Certified copies of all share certificates (i.e. copy with original stamp), in case of a company		
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding company who are not individuals.		
CGS will only award BBBEE points to companies that submit an originally certified BBBEE rating certificate <b>(Copy of certified BBBEE certificate will not be considered)</b> . <b>Certificates issued by IRBA and Accounting Officers have been discontinued, however valid certificates already issued before January 2017 may be used until they phase out completely by December 2017. BBBEE points will be awarded to companies with a valid SANAS or DTI accredited certificate, and also IRBA and Accounting officers certificates that were issued before 1 January 2017</b>		
List of references of past and present clients (Company name, department, branch, contact person with office telephone number		
The Council's document must be kept as supplied and submitted with all Schedules/Forms fully completed.		
Any other documents, certificates etc. must be attached as annexure to the official Council document		
Where the Council's official document is taken apart and not submitted as supplied, the bid will be rejected		
No bid forwarded by telegram, telex, facsimile or similar apparatus will be considered.		

Company registration documents		
<ul style="list-style-type: none"> <li>• Proposal</li> </ul> In case of Joint venture, trust or consortiums please submit joint venture agreement.		

**NB:** The response must have an index and the document must be neatly divided using the above mentioned format in sequence.

## 7. BID CONDITIONS

- Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state either "Accept" or "Not Accept" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.
- A "✓" under **"Accept"** will be interpreted as full compliance/acceptance to the applicable paragraph. A "✓" under **"Accept"** will be interpreted that the Bidder/s has/have read and understood the paragraph, A "✓" under **"Not Accept"** will be interpreted that the bidder does **not accept** the content of the applicable paragraph.

The following bid conditions will govern the contract between the Council for Geoscience and the successful bidder:

Requirement	ACCEPT	NOT ACCEPT
Bidders are invited to offer the Services in accordance with the attached Specifications and the conditions within this document.		
The Bidder/s shall accept CGS's interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and CGS.		
Should any dispute arise as a result of this of this Bid and/or the subsequent contract, which cannot be settled to the mutual satisfaction of the Bidder/s and CGS's, it shall be dealt with in terms of paragraph 23 of the general conditions of contract?		
Should there be any discrepancies between the Bid conditions and any other documentation that forms part of this RFB, the Bid conditions shall take preference.		

Documentation	ACCEPT	NOT ACCEPT
Fully comprehensive service documentation shall be		

supplied in English by each Bidder, which shall explicitly and detail, describe the service/s offered. This documentation shall include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.		
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<b>Selection</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
CGS reserves the right to make a selection solely on the information received in the Bids or to negotiate further with one or more Bidder/s.		
Should CGS consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder, if so required?		
To contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.		

<b>Copyright</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
The specifications are the intellectual property of Council for Geoscience.		
The contents of any specifications are the property of CGS and are confidential. It shall not in any manner be reproduced, destroyed, lent or given away without the permission.		

<b>Submission of Bid</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
CGS may also reject an offer if the Bidder/s fail to complete the standard bidding documents in this tender document.		

<b>Service approval</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
The Procuring of the Services shall not take place until CGS has given final approval of all procedures.		

<b>Upfront/Deposit Payments</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
CGS will not make any upfront payment or deposit payments to the successful bidder/s for goods or services. CGS will pay 30 days after delivery of goods or service and receipt of an invoice.		